



Criminal and Civil Information Sheet for Kentucky Court of Justice Interpreter Applicants

Applicant's Name: _____

Address: _____

Phone Number: (____) _____

Each individual seeking to be certified or qualified as an interpreter for the Kentucky Court of Justice shall undergo a **criminal history records check**. If a criminal history is found which, in the judgment of the Administrative Office of the Courts, is relevant to the performance and professional responsibilities of a court interpreter, the conviction(s) may be grounds for denying certification or qualification.

The following items are considered grounds for denial of certification or qualification:

- A. All felony crimes;
- B. Misdemeanors:
 - 1. involving violence;
 - 2. requiring registration as a sex offender; or
 - 3. involving moral turpitude (honesty, theft, etc.);
- C. Failure to provide verification of being a lawful permanent resident of the United States or otherwise authorized to work;
- D. Any other conviction. (Convictions not specified above will be reviewed on a case by case basis. Factors considered will include how long ago the crime was committed and whether the sentence was served or the fine paid satisfactorily.);
- E. Being in default on a student loan administered by the Kentucky Higher Education Assistance Authority may prohibit issuance of a professional license (*see Certification of Replacement Status of Student Loan on page 6, question 11*).

Other than a speeding citation or minor traffic violation for which a fine, excluding court costs, of less than \$100.00 was paid, if you have been convicted of any crime please provide the following details about each conviction: name of offense; date, county and state of conviction; sentence imposed; and facts of offense. *(Attach additional page if needed).*

First Offense:

Second Offense:

Other Required Criminal and Civil Questions

1. If you have been convicted of a felony, have you received a full pardon, and/or restoration of civil rights for that offense? Yes ___ No ___ Not Applicable ____
If yes, attach a certified copy of the pardon or restoration of civil rights.

2. Have you ever:

a.) applied for a license or certification as an interpreter? Yes___ No___

b.) taken an examination for licensure or certification as an interpreter?
Yes ___ No___

c.) If you answered **yes** to either question, provide the following information for each application and each certification. *(Attach additional page if needed).*

- 1) Date of Application/Certification _____
Name and Address of Licensing/Certifying Authority:

A [] license [] certification was granted which expires _____

Restrictions on the license/certification, if any: _____

Attach a copy of the license or certification.

- 2) Date of Application/Certification
Name and Address of Licensing/Certifying Authority:

A ☐ license ☐ certification was granted which expires

Restrictions on the license/certification, if any: _____

Attach a copy of the license or certification.

3. If an interpreter license or certification has been suspended or revoked, or you have been disciplined or sanctioned by a licensing entity, provide these details for each event: name and address of licensing entity; action taken; date of action taken; name and address of any complaining party; and, an explanation of how and why the action was taken: *Attach copy of letter/order of suspension, revocation, etc.*

4. Have you ever been adjudged liable in a civil action or proceeding involving a claim of fraud, conversion, breach of fiduciary duty, or professional malpractice?

Yes____ No____

If you answered **yes**, give the date, name and address of the complaining party; nature of proceeding; city, county and state where claim was filed; and, the result of the claim. *Attach copy of order, judgment or document resolving the claim.*

5. Have you ever been accused of or charged with the following:

a. **Perjury** Yes____ No____

If you answered yes, give the date, name and address of the complaining party; offense charged; city, county and state where charge was filed; nature of proceeding, basis of charge; and, result of charge: *Attach copy of charge and order or judgment resolving the matter.*

b. **Misrepresentation or false swearing in a judicial or administrative proceeding**

Yes____ No ____

If you answered yes, give the date, name and address of the complaining party; offense charged; city, county and state where charge was filed; nature of proceeding, basis of charge; and, result of charge: *Attach copy of order or judgment resolving the matter.*

6. Have you ever been suspended, reprimanded, censured or otherwise disciplined as a member of any profession or as a holder of any public office?

Yes____ No____

If you answered yes, give the date, name and address of the complaining party; nature and basis of complaint filed; city, county and state where complaint was filed; nature of proceeding; and, result of complaint:

7. Are there any charges or complaints now pending concerning your conduct as a member of any profession? Yes_____ No_____

If you answered yes, give the date, name and address of the charging/complaining party; nature and basis of charge/complaint filed; city, county and state where charge/complaint was filed; and, the status of the complaint/charge: *Attach copy of each complaint or charge.*

8. Has bond ever been posted on your behalf? Yes_____ No_____

a. If you answered **yes**, what kind of bond was posted:

☐ **Surety Bond**

City/County/State of posting _____ Date_____

Purpose_____

☐ **Fidelity Bond**

City/County/State of posting _____ Date_____

Purpose_____

☐ **Bail Bond**

City/County/State of posting _____ Date_____

Purpose_____

☐ **Supersedeas Bond**

City/County/State of posting _____ Date_____

Purpose_____

b. If a bond has been posted on your behalf,

1.) Has said bond ever been forfeited? Yes_____ No_____

2.) Has a claim been paid against a bond that was posted on your behalf?

c.) If you answered **yes** to either question in 8.b. above, explain the circumstances:

9. Have you been refused a fidelity or other bond? Yes_____ No_____

If you answered **yes**, explain the circumstances.

10. NOTE ABOUT TO STUDENT LOANS: Under KRS 164.772, the Administrative Office of the Courts may not issue or renew a certification or qualification for the provision of interpreting services to any individual who is in default or is otherwise not meeting the repayment obligation of any financial assistance program administered by the Kentucky Higher Education Assistance Authority (KHEAA).

**Certification of Repayment Status of Student Loan(s)
Administered by Kentucky Higher Education Assistance Authority (KHEAA)**

A. ☐ I **do not** have a student loan obligation administered by KHEAA.

B. ☐ I **have** a student loan administered by the KHEAA. I am not in default of said loan. I am meeting my repayment obligation under the financial assistance program.

DATE: _____, 2____. _____
Signature of Applicant

I (print name) _____, am seeking to be qualified or certified as a Spoken Language Interpreter for the Kentucky Court of Justice. I understand a criminal history records check will be performed on me as a result of my application. As part of the application process, I have provided the foregoing information and certify it is true and complete to the best of my knowledge. I also understand that individuals and entities identified by me to the Kentucky Court of Justice in this Information Sheet may be contacted as part of the application process.

Date: _____, 2____. _____
Signature of Applicant

Both signatures above were subscribed
and sworn to before me by _____
this _____, 2____. My Commission expires: _____, 2____.

Notary Public

NOTE TO APPLICANT

Before submitting this portion of the application, make certain all required documentation is attached. This document must be NOTARIZED.

Interpreter Certification

REQUEST FORM

The process to obtain Kentucky criminal background checks through the CourtNet Disposition System are as follows:

This request for a criminal background check is for the purpose of obtaining an interpreter certification with the Kentucky Court of Justice. Completely fill out this form and return to the address below. If you have any questions, please contact Court Interpreting Services at (502) 573-2350 or (800) 928-2350.

Mail request and all forms to this address:

ADMINISTRATIVE OFFICE OF THE COURTS
Kathy Schiflett
Court Interpreting Services Division
100 Milcreek Park
Frankfort, KY 40601

PLEASE PRINT OR TYPE THE INFORMATION CLEARLY

<u>Last Name</u>		<u>First Name</u>		<u>MI</u>
<u>SSN</u> - -	<u>DOB</u> Mo Day Year		<u>Alias/Maiden</u>	
<u>Address</u>		<u>City</u>	<u>State</u>	<u>Zip</u>

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100.

Signature of Interpreter

Date

<u>Court Interpreting Services</u>	
<u>100 Millcreek Park</u>	
<u>Frankfort, KY 40601</u>	
<u>(502) 573-2350</u>	

***FAILURE TO COMPLY WITH ALL PROCEDURES WILL RESULT IN BEING
RETURNED UNPROCESSED***